



**State of Vermont**  
**Vermont Department of Education**  
120 State Street  
Montpelier, VT 05620-2501

April 2, 2009

Dear Middle or High School Principal, Superintendent or Other Administrator:

The State of Vermont maintains a file of emerging classroom leaders that consists of a cadre of distinguished teachers and principals. These educators may be considered for membership on advisory boards and task forces, as well as candidates for special recognition programs. Your recommendations will identify educators who will be of great value to your community and state and who may also ultimately receive prestigious recognition.

We are very fortunate to have a rich base of veteran educators represented in our current talent pool. They have been and continue to be a valuable resource in our state efforts. What is particularly lacking at this time is representation from educators relatively new to the profession who demonstrate unusual instructional and leadership ability. Such persons exhibit strong potential for professional leadership and inspiring presence that impacts students, colleagues, and community.

Do you know a relatively new educator that is illustrative not only of our state's, but also the nation's best? Whose lessons provide models for others? Who has distinguished him/herself above and beyond established top-quality professionals in many of our schools? A minimum of five years in education is a must. Candidates are building level personnel. They are typically classroom teachers as opposed to specialists and are recognized by peers and supervisors as unique in their growth. Occasionally a principal or specialist is considered. Previous recognition is not required. **In fact, of special interest are educators who are outstanding, but have not received other recognition.**

Please provide CONFIDENTIAL, succinct, and specific information regarding one to three candidates on the enclosed form. All questions must be answered, preferably typewritten. Please include a one-page narrative with this form that addresses how the candidate meets the criteria mentioned in this letter, and also a resume from their personnel file. **We ask that you keep this recommendation confidential and do not share it with the individual.** I urge you to take the time to recommend candidates. If necessary, please assign the request to an associate. Complete information must be sent by June 30 to:

Jill Remick, Communications Director  
120 State Street  
Montpelier, VT 05620-2501 or [jill.remick@state.vt.us](mailto:jill.remick@state.vt.us) or FAX: (802) 828-3140

Your cooperation and assistance is greatly appreciated.

Sincerely,

Armando Vilaseca, Commissioner  
Vermont Department of Education

